# Online Chemical Inventory Management System Policy & Procedure

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Reviewed By</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Dr. Hussein EL Mehdi</td>
<td>Prof. Hamid M.K. Al Naimiy</td>
</tr>
<tr>
<td>Designation</td>
<td>Dean, Academic Support Services</td>
<td>Chancellor, University of Sharjah</td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PROCEDURE #: UOS/CLD/SS/13

TITLE: Online Chemical Inventory Management System Policy & Procedure

PURPOSE: To describe the policy and procedure for Management of chemicals Inventory for all labs fall under jurisdiction of Central labs Directorate, University of Sharjah.

SCOPE: This procedure applies to all labs comes under Central Labs Directorate, University of Sharjah.

REFERENCE:
- OSHAD-SF, Ver-3; May 2017; Clause-5.2 (Chemical Hazards)
- Other applicable policies and procedure of Central Laboratories Directorate
- ISO 14001:2015, Clause: 8.1 (Operational Planning and Control)
- Central Labs Chemical Hygiene Plan 2019.

ABBREVIATION:
- CLD – Central Laboratories Directorate
- DCLD - Director Central Laboratories Directorate
- DASS - Dean of Academic Support Services
- LSO: Lab Safety Officer
- LS- Lab Staff: (Lab Supervisors, Lab Officers, Lab Engineers, Clinical Tutors, Lab Technicians and Research Assistant)
- LFM- Labs Faculty Member (Professor, Associate Professor, Assistant Professor, Lecturer and Researchers)
- FMPD- Facilities Management & Planning Department
- PI- Principle Investigator (LS or LFM)
- GU- General User (LS or LFM)
- TST- Technical Support Team
- CIMS- Chemical Inventory Management System
Lab Staff and Labs Faculty Member who use or store chemicals at University of Sharjah, are required to maintain an accurate and update chemical inventory for their laboratories regularly through the Central Labs Chemical Inventory Management System (LabcliQ), in order to enhance labs safety, efficiently utilize the available chemicals, comply with the Local Regulations and provide critical information to responders during an emergency.

RESPONSIBILITY | ACTION
--- | ---
**1.0 Online Chemical Inventory Management System**

1.1 The Chemical Inventory Management System (LabcliQ) is a cloud-based software used to manage, identify, track and maintain chemicals in all locations at the University of Sharjah.

Note:
1. You can access the Chemical Inventory Management System from the Central Labs portal link below:
   https://myuos.sharjah.ac.ae/en/Pages/CL.aspx

2. You can read the User Guide for CIMS from the Central Labs Safety portal link below:
   https://myuos.sharjah.ac.ae/en/Pages/CL_Safety.aspx

The user guide includes:
- Viewing Chemical Inventory
- Searching and Filtering the Inventory
- How to Add/Edit/Dispose Chemicals
- Replacing and Transferring Chemicals
- Exporting your Inventory

**2.0 Add/Edit/Dispose Chemicals on CIMS**

LS, LFM 2.1 All teaching and research chemicals brought onto University of Sharjah must be entered into the Chemical Inventory Management System (LabcliQ) upon initial receipt.

LS, LFM 2.2 Ultimately responsible for ensuring that chemical containers under their control have been updated on the CIMS after any new changes on the container (dispose, transfer, replace, etc.).

LS, LFM 2.3 The inventory must include a full chemical name, CAS number, amount of the chemical with suitable units of measurement, physical state, product number, Lot No., owner, and room number, and Additionally, the expiration date must be added if it is available on the chemical.

LS, LFM 2.4 Chemical owner must dispose chemical container once it consumed completely and keep chemical inventory updated.
<table>
<thead>
<tr>
<th>LS, LFM</th>
<th>2.5</th>
<th>Don’t receive chemicals which are near to expire, unless you are sure to consume chemical before expiry, to avoid storing expired chemical in labs/storerooms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LS, LFM</td>
<td>3.0</td>
<td><strong>Request of Transfer/Borrow Chemical from Another Owner (within department and outside department)</strong></td>
</tr>
<tr>
<td>LS, LFM</td>
<td>3.1</td>
<td>If you need a small quantity of chemical or complete chemical container from another lab within department or outside department from different chemical owner, then send require chemical container details to Central Lab Technical Support Team by email. You can export the details of the required chemical in excel format and send it by email to TST. <strong>Note:</strong> No other LS and LFM can take your chemicals without your prior approval. Central lab technical support team will first take approval from chemical owner. If he/she agree to give the chemicals to the requester, then the request will be approved.</td>
</tr>
<tr>
<td>LS, LFM</td>
<td>4.0</td>
<td><strong>User Access Controls</strong></td>
</tr>
</tbody>
</table>
| LSO    | 4.1 | **Administrator privileges:**  
  - Have full access and control to the entire database.  
  - Can do all changes or necessary amendments (if require).  
  - Adding new users to the CIMS  
  - Ensures the system is working fine  
  - Support lab staff or LFM in case of any problem encounter.  
  - Monitoring the CIMS and report any nonconformity to Director of Central Labs. |
| LS, LFM who own chemicals | 4.2 | **Principal Investigator Privileges:**  
  - Adding new chemicals.  
  - Editing his/her own chemicals.  
  - Disposing his/her own chemicals.  
  - Replace existing chemicals with new ones.  
  - Transfer chemical to another owner.  
  - Transfer chemical to another location/lab under his/her name.  
  - View only the entire UoS Chemical Inventory without editing/disposing/replacing/transferring the other owners’ chemicals  
  - Can give access to lab employees who are working for his/her lab by sending an official request to system administrators (LSO). |
| LS, LFM who don’t own chemicals | 4.3 | **General User Privileges:**  
  - View only the entire UoS Chemical Inventory without editing the other owners’ chemicals |
CL Technical Support Team  4.4  CL Technical Support team will have access as a general user account to:
- View only the entire UoS Chemical Inventory
- Verify the chemical inventory details for each chemicals requisition, prior to send it to procurement department.
- In case of purchase request of small amount of chemical, they can borrow this amount from the chemical owners with prior approval from his/her end.
- Communicate with chemical owners and get approval to borrow or transfer chemicals.

5.0 Monitoring and Control

LS, LFM  5.1  Ensure your chemical inventory are updated after any changes.

LS, LFM  5.2  Verify and update the chemical inventory against the physical stock annually, recommended before starting your summer vacation (by end of June).

LSO  5.3  Report any noncompliance to DCLD, and takes appropriate action as deemed necessary.

6.0 Records

CLD  6.1  • Inventory database is available online all the time

7.0 REVISION HISTORY

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Description</th>
<th>Prepared By</th>
<th>Reviewed By</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>01-11-2019</td>
<td>Online Chemical Inventory Management System Policy &amp; Procedure</td>
<td>Director CLD</td>
<td>Dean Of DASS</td>
<td>Chancellor</td>
</tr>
</tbody>
</table>
